



ACHIEVEMENT IN MONTANA

Quick Reference Guide

Fall 2008 CTE Collection

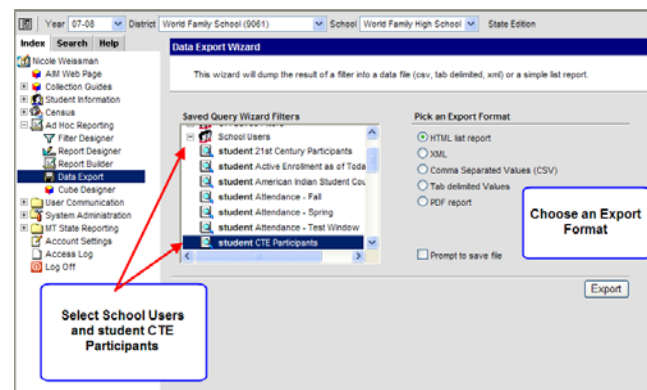
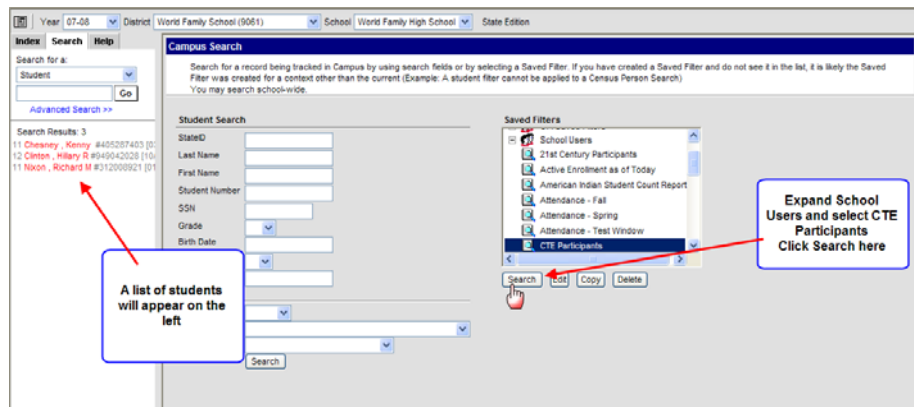
VERIFYING 2007-2008 CTE CONCENTRATORS

Method 1:

Choose **Year** 07-08 and high school from the **TOOLBAR**. Click **SEARCH**. Select *Student* from the dropdown list. Click on **Advanced Search**. From **Saved Filters**, expand **School Users**. Choose student CTE Participants. Click **Search** under the **Saved Filters** box. The students marked as *CTE Concentrators* in the 07-08 year will list to the left, under **SEARCH**.

Method 2:

Choose **Year** 07-08 and high school from the **TOOLBAR**. From **INDEX**, expand **Ad Hoc Reporting** and select **Data Export**. Expand **School Users** by clicking the plus sign, and select *student CTE Participants*. Choose a format and click **Export**. The report will open in a new window.





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ENTERING CTE DATA: OPTION 1

Use **Method 1** above to generate a list of CTE Concentrators from the 07-08 school year.

Click on the name of the first student. Click on **ENROLLMENTS**.

Verify student was a graduate. If student was not a graduate, no data is entered.

If student is a graduate, open the student's enrollment record by clicking on the **Edit Notepad** icon.

Scroll down and open **CTE Concentrators** by clicking the plus sign. **Enter Post Graduation Status and Date Contacted.** Click Save.

Chesney, Kenny
Grade:11 #406287403 DOB:03/26/1991 Gender:M
Summary Enrollments Programs Assessment
Print Enrollment History New
Enrollment Editor
Edit Grade Type Calendar Start Date End Date
11 P World Family School 07-08 World Family High School 09/25/2007 04/18/2008
Start Status: 08-T Withdrew to enroll in non-diploma program
End Status: 330 Withdrew to enroll in non-diploma program

Clinton, Hillary R
Grade:12 #949042028 DOB:10/26/1991 Gender:F
Summary Enrollments Programs Assessment
Print Enrollment History New
Enrollment Editor
Edit Grade Type Calendar Start Date End Date
12 P World Family School 07-08 World Family High School 08/29/2007 06/05/2008
Start Status: 02 Continued enrollment same school, no interruption
End Status: 400 Graduated
11 P World Family School World Family High School 08/30/2006 06/07/2007
Start Status: 02 Continued enrollment same school, no interruption
End Status: 100 End of year, returning to same school next year

Clinton, Hillary R
Grade:12 #949042028 DOB:10/26/1991 Gender:F
Summary Enrollments Programs Assessment
Save X Delete Print Enrollment History New
Migrant ☐ Immigrant ☐ Date Immigrant Entered US School
21st Century Participant ☐ Foreign Exchange ☐
Homeless ☐ Homeless Night Time Residence
Section 504 ☐
Optional
Sort By Mrs. Map
CTE Concentrator (Student has earned 3 units of CTE credit (6 semester), and is considered a CTE concentrator.)
☒ CTE Concentrator
Tech Prep Participant ☐ Non Traditional Enrollee ☐ Student is a Single Parent ☐
Area of Concentration 20: Family and Consumer Sciences Career Path
Post Graduation Status Date Contacted 10/15/2008
Spec 01: Post-secondary Education or Training
N: 02: Employed
03: Unemployed
04: Military
05: Not Known
06: Other



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ENTERING CTE DATA: OPTION 2

Use Method 2 above to create a report of CTE Concentrators from the 07-08 school year.

For all students with End Status of 400: *Graduated*, obtain Post Graduation Status and Date Contacted from the appropriate resource in your school.

Choose Year 07-08 and high school from the **TOOLBAR**. Click **SEARCH**. Select *Student* from the dropdown list. Type in the name of a specific student, or click **Go** for a list of all students. Click on the name of a student.

Open the student's enrollment record by clicking the **Edit Notepad** icon. Scroll down and open **CTE Concentrators** by clicking the plus sign. Enter Post Graduation Status and Date Contacted. Click **Save**.

Clinton, Hillary R
Grade: 12 #949042028 DOB: 10/26/1991 Gender: F
Summary | Enrollments | Programs | Assessment
Save X Delete Print Enrollment History New

Migrant ☐ Immigrant ☐ Date Immigrant Entered US School
21st Century Participant ☐ Foreign Exchange ☐
Homeless ☐ Homeless Night Time Residence ☐
Section 504 ☐
Optional
Sort By
Mrs. Map

CTE Concentrator (Student has earned 3 units of CTE credit (6 semester), and is considered a CTE concentrator.)
☒ CTE Concentrator
☐ Tech Prep Participant ☐ Non Traditional Enrollee ☐ Student is a Single Parent
Area of Concentration
20: Family and Consumer Sciences
Post Graduation Status Date Contacted 10/15/2008
Spec
N: 01: Post-secondary Education or Training
02: Employed
03: Unemployed
04: Military
05: Not Known
06: Other

Enter the student's Post Graduation Status and Date Contacted



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ENTERING CTE DATA: OPTION 3

From **INDEX**, select **MT State Reporting** and **MT Extracts**. From **Extract Type**, select **Career and Technical Education**. From the **Format**, select **CSV**. Select **list by year** under **Select Calendars** and choose the 07-08 year and high school.

Enter **Date Contacted** and **Post Graduation Status** into the Excel file.

Check that all columns requiring leading zeros are formatted correctly. (See **Excel Tips** at the end of this Quick Reference Guide)

Delete the first three rows of the Excel spreadsheet. Save file as a **Text (Tab delimited)(*.txt)** file. Open text file and insert header row (HD **tab** Date – MM/DD/YYYY – **tab** Time – 00:00:00 **tab** Version – MT9.1) Save file.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
2	RecordType	Date	Time	Version													
3	HD	10/1/2008	9:51:09	MT9.1													
4	Record Type	District Number	School Number	Calendar Number	StateID	LocalID	Last Name	First Name	CTE Concentrator	Tech Prep Participant	Non Traditional Enrollee	Student Single Parent	Area Of Concentration	Career Path	Date Contacted	Post Graduation Status	Year
5	CT	9061	9000	1	167045765	21	Diaz	Cameron									2008
6	CT	9061	9000	1	938265164	22	Pitt	Brad									2008
7	CT	9061	9000	1	120723323	26	Hunt	Bonnie									2008
8	CT	9061	9000	1	899910962	23	Liu	Lucy									2008
9	CT	9061	9000	1	427587729	24	Lopez	Jennifer									2008
10	CT	9061	9000	1	312008921	25	Nixon	Richard	Y						10/15/2008	3	2008
11	CT	9061	9000	1	150029228		Pacino	Al									2008
12	CT	9061	9000	1	405287403		Chesney	Kenny	Y	Y				21			2008
13	CT	9061	9000	1	949042028		Clinton	Hillary	Y					20			2008
14	CT	9061	9000	1	134064685		Brady	Tom									2008

HD	10/31/2008	10:07:19	MT9.1														
CT	9061	9000	1	167845765	21	Diaz	Cameron										
CT	9061	9000	1	938265164	22	Pitt	Brad										
CT	9061	9000	1	120723323	26	Hunt	Bonnie										
CT	9061	9000	1	899910962	23	Liu	Lucy										
CT	9061	9000	1	427587729	24	Lopez	Jennifer										
CT	9061	9000	1	312008921	25	Nixon	Richard	Y									
CT	9061	9000	1	150029228		Pacino	Al										
CT	9061	9000	1	405287403		Chesney	Kenny	Y		Y					Y		
CT	9061	9000	1	949042028		Clinton	Hillary	Y									
CT	9061	9000	1	134064685		Brady	Tom										



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UPLOADING CTE DATA:

From **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From **Import Type**, select **Career and Technical Education**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again.

Once the file is error free, change **Work to Perform** to **Load Partial File** and upload the file.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate the type of processing you want to perform. 3 options:
1. **Validate and Test File** - Only error checking will be performed. No data will be generated or changed. This option is useful for identifying any errors that were found.
2. **Load Partial File** - Data from the file will be loaded into the system. A summary report will be generated indicating which records were loaded and which were not. This option should be used when updating the information in the system.
3. **Load Complete File** - **CAUTION!** Data from the file will be loaded into the system. A summary report will be generated indicating which records were loaded and which were not. This option should be used when updating the information in the system.

Import Options

Import Type: **Career and Technical Education**

Work to Perform: **Validate and Test File**

File:

Or

Result File: **01/15/2008 14:49:24 (COMPLETE)**

Results:

File Name: CT_9061_10312008.tsv
Processing Started Time: Fri Oct 31 10:07:41 MDT 2008.
Processing Finished Time: Fri Oct 31 10:07:41 MDT 2008.
Total Time To Process File: 0.406 seconds.

0 Records Inserted.
0 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

Warning Detail:
Line Number Warning Message Content
No Warnings



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Appendix O: Post Grad Status

CODE	NAME	DEFINITION
01	Post-secondary Education or Training	After the student graduated from high school, they attended a post-secondary education program or additional training.
02	Employed	After the student graduated from high school, they became employed.
03	Unemployed	After the student graduated from high school, they became/remained unemployed.
04	Military	After the student graduated from high school, they joined the military.
05	Not Known	The student's status after graduating from high school is not known.
06	Other	The student's status after graduating from high school is something other than above options.
ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING		



EXCEL TIPS AND TRICKS

Excel Issue	Example	Correction
Column should be two digits in length (zero padding)	The Start Status field needs to be 02, not 2	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "0#" (zero and a pound symbol).
Column should be four digits in length (zero padding)	The District field needs to be 0001, not 1	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "000#" (three number zeros and a pound symbol).
The dates must be in mm/dd/yyyy format	The Date needs to be 07/01/2007, not 7/1/07	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type mm/dd/yyyy.
The file must be saved as a Text (tab delimited file)	The file is in CSV or Excel format, not a text file format	From the File Menu , click Save As . In the Save as type box, choose <i>Text (tab delimited)(*.txt)</i> . Enter the file name with the extension *.tsv or *.txt
Unable to view file extensions	My file won't upload correctly, and I cannot see the file format extension	Choose Control Panel, Folder Options . Click on the View tab. Uncheck the box next to <i>Hide extensions for known file types</i> . Click OK.